OUTLINE FOR PRE-BID CONFERENCE FB23-050

CONSTRUCTION COMMUNICATION SUITE OFFICES

**NOT PREVAILING WAGE PROJECT INFORMATION**

1. All present need to sign Attendance sheet (a copy of the attendance sheet can be obtained upon request by sending an email to [purchase@missouriwestern.edu](mailto:purchase@missouriwestern.edu)
2. When bids are submitted must have:
3. Signed and notarized work affidavit, page 9
4. Last three pages of E-verify Memorandum of Understanding electronically signed by vendor and Homeland Security, information on page 8
5. Invitation to Bid (Red Sheet)
6. W-9
7. Pricing Sheet page 7 of bid documents
8. NO Bid Bond if project estimate less than $50,000
9. This is NOT a Prevailing Wage Project
10. Ten-hour safety training: all on-site employees must complete 10-hours of safety training and must carry documentation of their successful completion while on-site. If employees do not have 10 hour safety training cards then do so at your own risk. If you would like more information on the Required Safety Training, you can go to the Division of Labor website for more information: <http://labor.mo.gov/DLS/WorkplaceSafety/required_safety_training>.

V. After bid is awarded to successful bidder-vendor

1. Before work starts, a Certificate of Liability Insurance will be required with MWSU listed as an additional insured.
2. A project exemption certificate will be made available to successful bidder.
3. Once work has commenced, invoices will need to be submitted to Purchasing for payment.

Contractors can go to Missouri Department of Labor and Industrial Relations-

Contractors Guidebook.